

End of Year Processes for GT
Coordinators

End of Year Training

Steps to Clean Up Infinite
Campus Records

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IC RECORD CLEAN UP PROTOCOLS

In order to validate data for the purposes of public reporting, several processes are necessary to ensure that data located within the Kentucky Student Information System (KSIS), also known as Infinite Campus (IC), is correct at the end of the year. **Beginning in the 2015-2016 school year, annual state assessment data will be publicly reported for Gifted and Talented (GT) students.**

- In order to ensure that all data is correct, it is necessary for EACH district to complete each of the processes located within this document.
- Step-by-step directions, along with screenshots, are provided to ensure uniformity of completion across the state.
- Additionally, state level checks will be performed to ensure that processes are completed in a timely fashion and accurately.

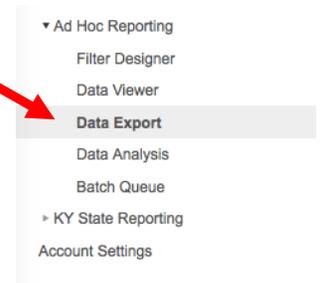
In order to complete the processes, it may be necessary to work alongside the district level KSIS coordinator to ensure that all rights are available to the GT coordinator. Many districts are cautious in giving rights to multiple sections of IC for a number of reasons. If some IC rights are not available to the GT coordinator, it will be necessary to work with the KSIS coordinator to complete the processes below.

IC rights required for data clean up:

- GT Data Entry Tab: Read and Write rights
- Enrollment Tab: Read Only rights required
- State Published ad-hoc filters: Ability to generate reports

Once all rights are secured, or a process has been determined to work with the KSIS coordinator, record clean up may begin.

Step 1: Log in to IC. Proceed to the Ad Hoc Reporting Section of IC. Click Data Export.

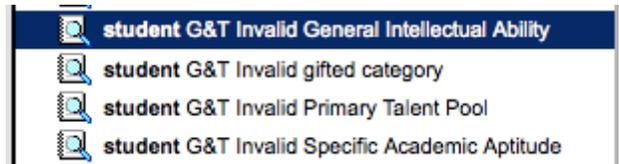


Step 2: Locate the State Published filters section of ad-hoc reporting.



The following Ad-hoc filters should appear in the State Published Section:

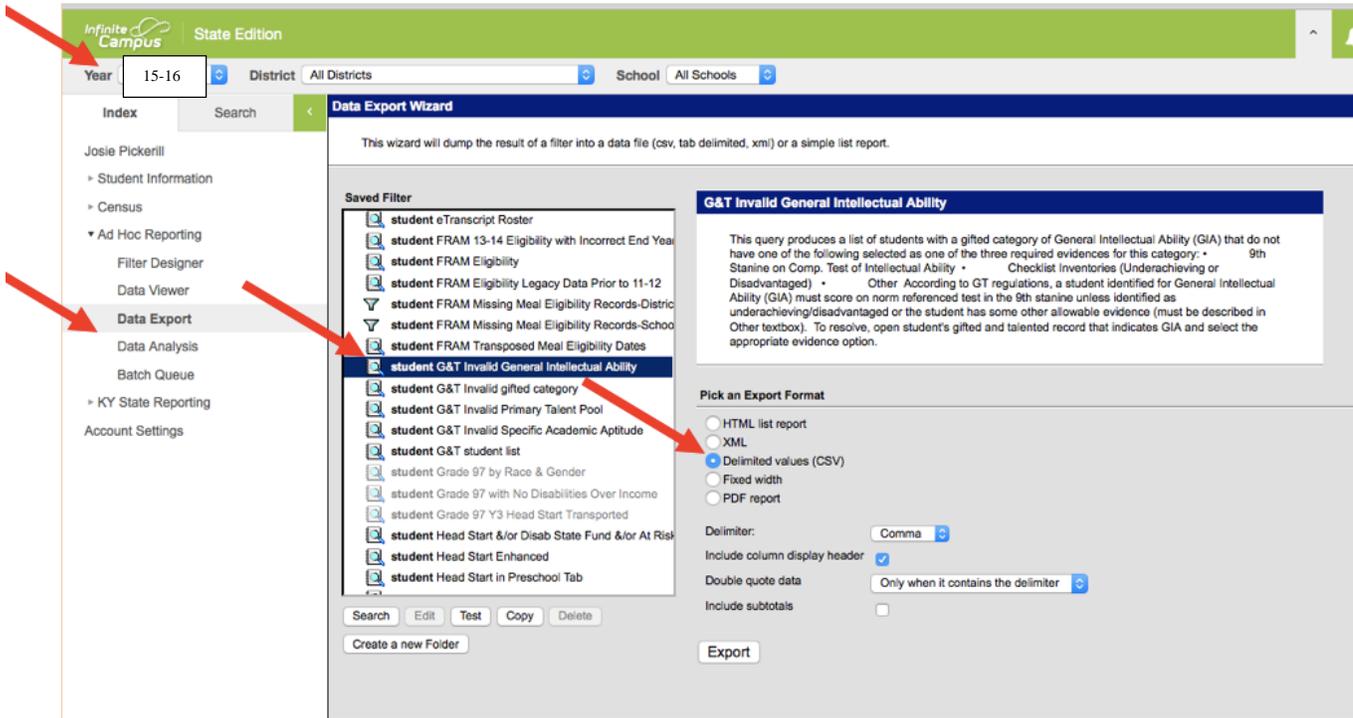
- Student G&T Invalid General Intellectual Ability
- Student G&T Invalid gifted category
- Student G&T Invalid Primary Talent Pool
- Student G&T Invalid Specific Academic Aptitude



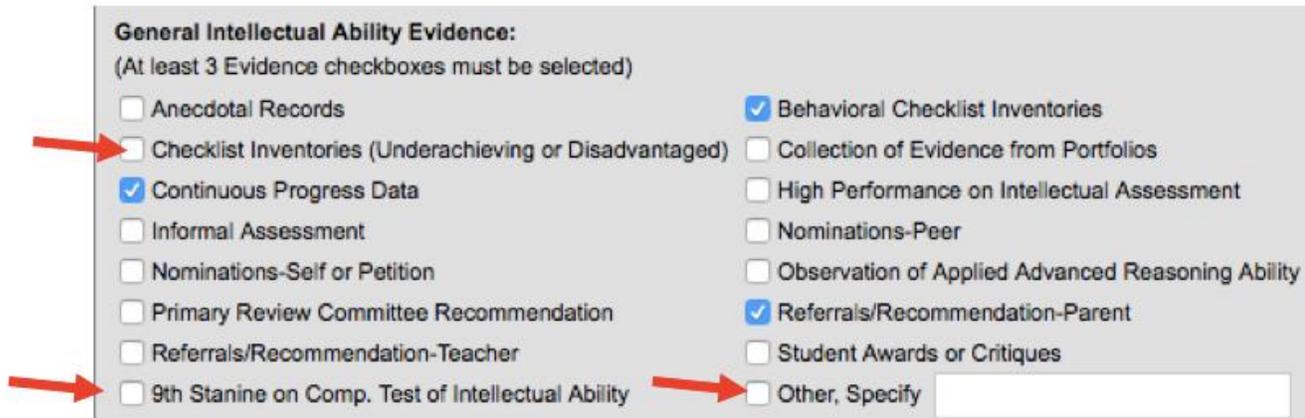
NOTE: If filters are missing, please check with your district KSIS contact to ensure that all needed rights are in place.

RECORD CLEAN UP FOR GENERAL INTELLECTUAL ABILITY RECORDS

Select the Student G&T Invalid General Intellectual Ability filter. Ensure that all settings are clicked as indicated by the red arrows below. Once all settings are selected, click Export. (NOTE: Select the current school year.)



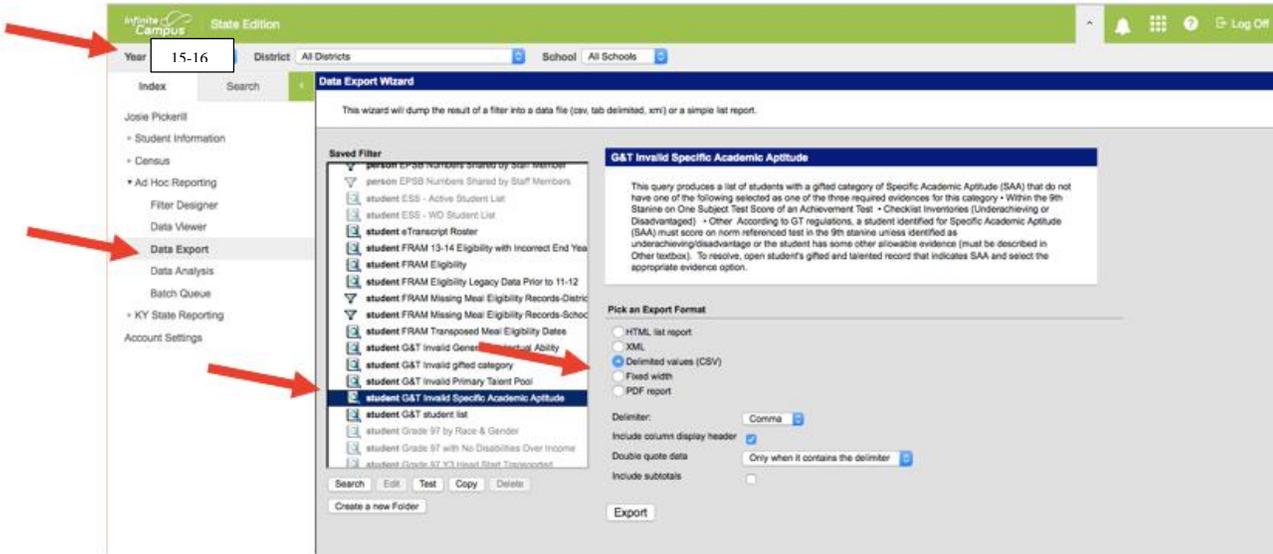
After clicking export, a spreadsheet will generate with any students for the district that have an invalid General Intellectual Ability entry. Students marked as General Intellectual Ability must have one of the following criteria indicated by the red arrows below in order to be a valid entry:



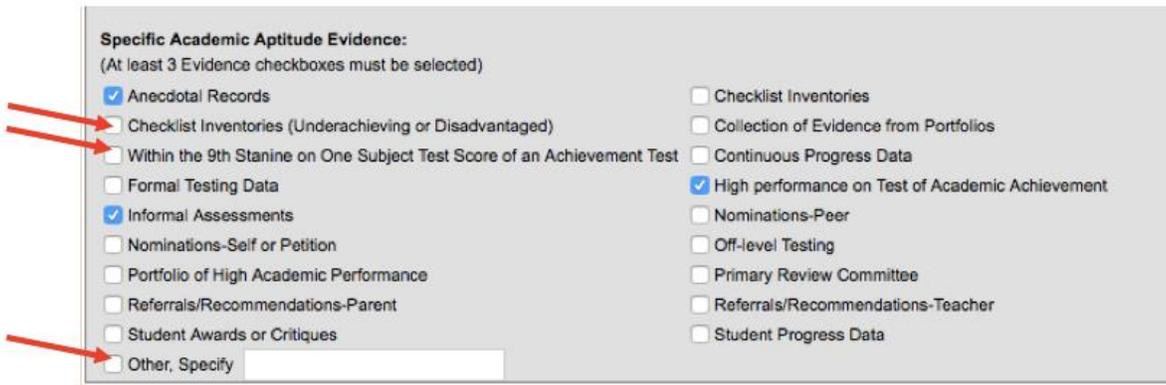
- For each student listed on the spreadsheet, search for the student in the district's IC site.
- Once the student is found, proceed to his/her General Intellectual Ability GT record.
- Review the student's GT folder to determine the correct area to be marked.
- If the correct identification evidence is in the folder, select one of the evidences indicated by a red arrow above and click **SAVE**.
- NOTE: If evidences are not available to make a determination regarding the student's current placement, please select "OTHER, SPECIFY" and Type: "**Identification Evidences Not Located**".
- Once this statement is added, click **SAVE**.
- Proceed through the student records for the district completing this process for each student record.
- Once each record is completed, generate the report again to ensure that all changes saved to the records.

RECORD CLEAN UP FOR SPECIFIC ACADEMIC APTITUDE RECORDS

Select the Student G&T Invalid Specific Academic Aptitude. Select the current school year. Ensure that all settings are checked as indicated by the red arrows below, then click Export.



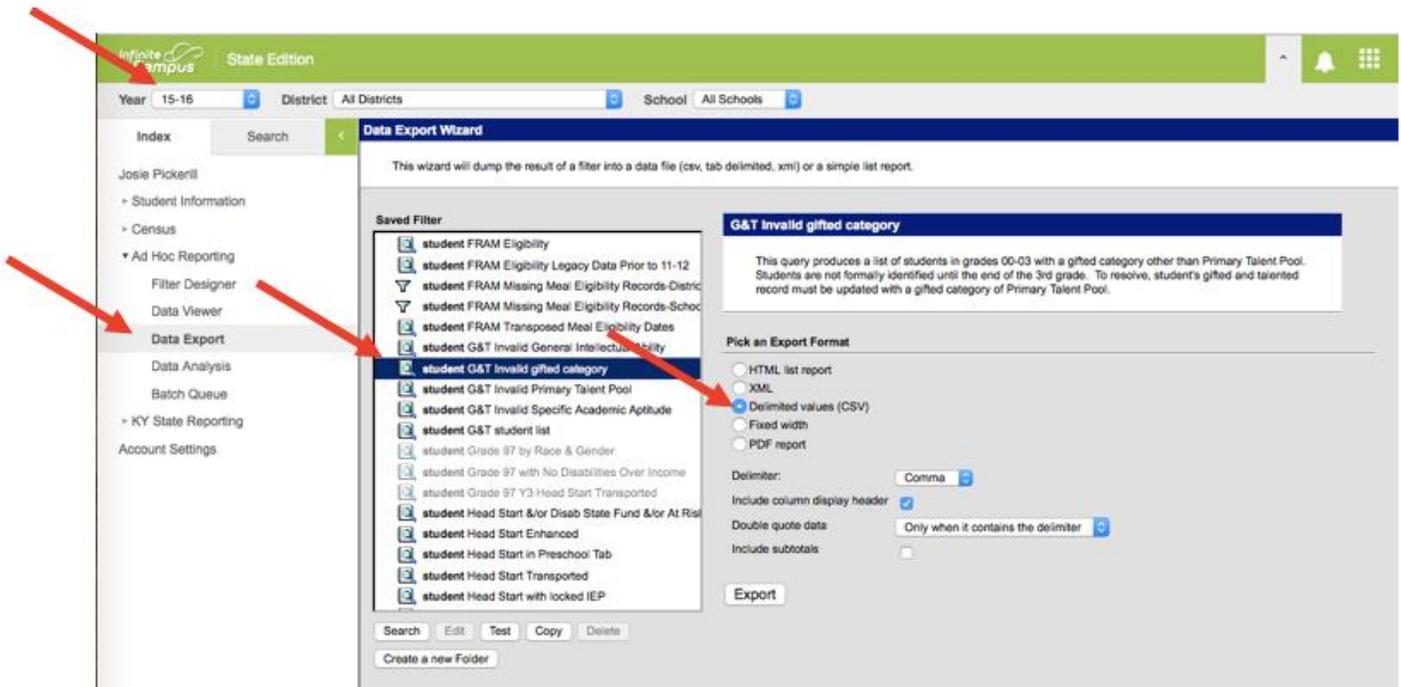
After clicking export, a spreadsheet will generate with any students for the district that have an invalid Specific Academic Aptitude entry. Students marked as Specific Academic Aptitude must have one of the following criteria indicated by the red arrows below in order to be a valid entry.



- For each student listed on the spreadsheet, search for the student in the district’s IC site.
- Once the student is found, proceed to his/her invalid Specific Academic Aptitude GT record. GT area codes are listed for Specific Academic Aptitude Areas are:
 - 04- Language Arts
 - 05- Math
 - 06- Science
 - 07- Social Studies
- Review the student’s GT folder to determine the correct area that must be marked.
- If the correct identification evidence is in the folder, select one of the evidences indicated by a red arrow above and click **SAVE**.
- NOTE: If evidences are not available to make a determination regarding the student’s current placement, please select “OTHER, SPECIFY” and Type: **“Identification Evidences Not Located”**.
- Once this statement has been added, click **SAVE**.
- Proceed through the student records for the district completing this process for each student record.
- Once each record has been completed, generate the report again to ensure that all changes saved to the records.

RECORD CLEAN UP FOR INVALID GT CATEGORY

Select the Student G&T Invalid gifted category filter. Select the current year. Ensure that all settings are completed as indicated by the red arrows below, then click Export.



After clicking export, a spreadsheet will generate with any students for the district that have an invalid gifted category.

- In order to have a formally identified GT category, a student MUST be in grades 4-12 and have appropriate evidences marked for identification.
- Students generated on this report are currently in grades K-3, however have been given a formally identified GT Identification.
- In order to correct these records, the student's invalid record should be changed to a Primary Talent Pool record.
 - Create a corrected Primary Talent Pool Record.
 - The invalid GT Record must be end dated the current date. This record is out of compliance with the state regulation.

PRIMARY TALENT POOL RECORDS

Generate a district list of ALL students currently identified as primary talent pool. (Gifted Area #12 in IC.) Please end date each primary talent pool record for the anticipated exit date from grade 3. (Example, Susie is currently in Kindergarten. She is identified as Primary Talent Pool. Susie's record may be proactively end dated for her exit of Grade 3 06-30-2019.)

* To further expedite this process, when records are entered for students that qualify for Primary Talent Pool, an end date in the future will be added to indicate the date that the child will exit grade 3. The date to be added will be 06/30/XXXX with XXXX being the year the child exits grade 3.

TROUBLESHOOTING PRIMARY TALENT POOL RECORDS:

In isolated cases, some records may not contain evidences for identification or service options. These records were migrated over from prior student information systems that did not require such information. In the event that a record is discovered meeting this specific situation, follow the steps below. (Records meeting these criteria likely will only be records of students currently in high school.)

For records without evidences of service marked, attempt to locate the services that were provided and mark appropriately. If unable to locate mark "Resource Services, Appropriate Instructional Setting" and "Enrichment Services". Also add the following note in the "OTHER" box under the evidences: **Service delivery information not located at time of record correction.** CLICK SAVE.

Service Delivery Options:
(At least 2 Service Delivery Option checkboxes must be selected)

- Various Acceleration Options
 - Early Exit from Primary
 - Grade Skipping
 - Subject Area Higher Grade Level
 - Dual Enrollment Courses
 - Dual Credit Courses
 - Early Exit from High School
- Advanced Placement and Honors Courses
- Collaborative Teaching and Consultation Services
- Special Counseling Services
- Differentiated Study Experiences in the Classroom
 - Differentiated Individual Study
 - Differentiated for Cluster Groups
- Distance Learning
 - KVHS Courses
 - Video Courses
 - Other Online Course
- Enrichment Services (School Day)
- Independent Study
- Mentorships
- Resources Services
 - Pull-out Setting
 - Appropriate Instructional Setting
 - Consortium
- Seminars
- Travel Study Options
- Special Schools (4-12)
- Self-Contained Classrooms (4-12)

If evidences are unable to be located when correcting the record, please mark: "Continuous Progress Data", "Primary Review Committee", and "OTHER", adding the note: **Unable to locate evidences to support identification at the time of record correction.** CLICK SAVE.

Primary Talent Pool Evidence:
 (At least 3 Evidence checkboxes must be selected)

<input type="checkbox"/> Available Formal Test Data	<input type="checkbox"/> Anecdotal Records
<input type="checkbox"/> Checklist Inventories of Behaviors Specific to Gifted Categories	<input type="checkbox"/> Collection of Evidence from Portfolios
<input type="checkbox"/> Continuous Progress Data	<input type="checkbox"/> Diagnostic Data (Screening Measure)
<input type="checkbox"/> Parent Interview or Questionnaire	<input type="checkbox"/> Petition System
<input type="checkbox"/> Primary Review Committee Recommendation	<input type="checkbox"/> Other, Specify <input type="text"/>

Completing sign off for end of year GT data clean up.

Once you have completed all the processes identified for end of the year GT Data Clean up, you must complete the verification form at <http://goo.gl/forms/KjfxpJsGyP> . This form signals that your data is now ready for processing and verification at the state level. Upon completion of the form, the district will receive a state data sheet to compare to the district level data. This form will list all students that will have performance reported from state assessments.

Upon receipt of the state validation form and further correction of records, the district will then sign off on the assessment roster for students identified in GT areas. No new students will be able to be added to Kentucky Student Information Systems from the time the data is verified until after July 1st to ensure that all data is correct for reporting.

The chart below identifies reporting areas for student performance.

GT Identification Area	State Assessment Results to be reported
General Intellectual	Reading Math Language Arts Science Social Studies
Specific Academic Aptitude- Language Arts	Reading and Language Arts
Specific Academic Aptitude- Math	Math
Specific Academic Aptitude- Science	Science
Specific Academic Aptitude- Social Studies	Social Studies

Gifted and Talented Records Clean Up Verification Form: DUE APRIL 15, 2016

All data clean up must be completed no later than April 15th, 2016. Each report below must be completed in order to ensure accurate data reporting for school report card. In order to be complete, the ad hoc filter must be run against 15-16 in Infinite Campus and yield no results. Please TYPE your initials in the text box to confirm completion of this task.

* Required

District Name *

GT Coordinator Name *

GT Coordinator Email Address *

KSIS Contact (Infinite Campus Contact for District) *

KSIS Contact Email Address *

The Invalid Specific Academic Aptitude Report is completed for the district, and has no remaining errors. (Initial below)*

The Invalid General Intellectual Ability Report is completed for the district, and has no remaining errors. (Initial below)*

The Invalid GT Category Report is completed for the district, and has no remaining errors. (Initial below)*

The Primary Talent Pool Report is completed for the district, and has no remaining errors. (Initial below)*

As GT Coordinator, I verify that each of the reports above have been completed as directed in the training documents provided. (TYPE NAME BELOW)*

Today's Date*

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